

Recording Minutes

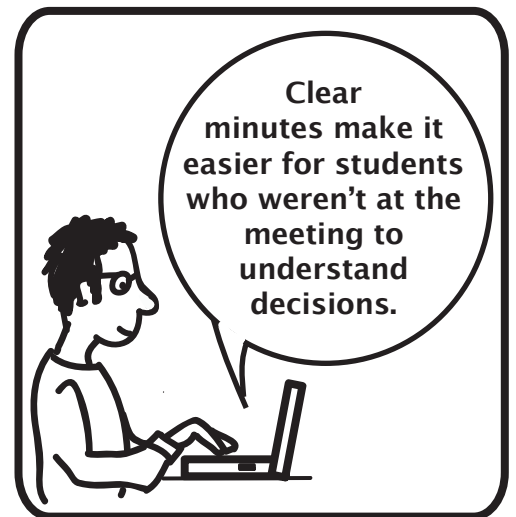


Minutes from each meeting should include:

- ★ Date and name of the group
- ★ Record the names of people present: check to see that your minimum quorum is met. Please don't include student numbers.
- ★ Elections: record the names of people elected to new positions, but you can email their contact info separately.
- ★ Include the next meeting time and location so people can find you next time!
- ★ Email all minutes to organiser@sfss.ca. Core funding is activated upon receipt of the minutes. Old minutes are archived in the office.

Should everything be written down?

You don't need to write word-for-word minutes, but you should try to record a summary of important discussions. Minutes are a way of recording good democratic process. Remember that your DSU, Caucus or Constituency group represents all students in the department, not just those who attend meetings, so minutes that are informative and clear will encourage people to participate. In two years, will the new executive be able to decipher what projects or issues your group had undertaken? If you had never come to a meeting, but you were on the email list, would you be able to follow along in the minutes or are they full of jargon, omissions, and vague notes? Minutes can be a tool for education, outreach and archiving, too.



How to record decisions about money

There is an easy way to record decisions about money. Minutes that say "reimburse Jon for the snacks" leaves things open to interpretation when the time comes to submit receipts for reimbursement. Instead, after the group votes to approve an expense, include the full name, the amount, and what the expense was for in the minutes.

A full name in the minutes means only one person can claim reimbursement for the expense. And, voting to approve spending (up to) an exact amount means there won't be any surprises when the bill arrives! You'll need to liaise with your groups' Treasurer: attach minutes each time to the cheque requisition form when you are seeking reimbursement from the SFSS.

